



Professional Standards

Maine Department of Education
Child Nutrition Programs



Professional Standards

- USDA established minimum professional standard requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs



Professional Standards

- Minimum hiring standards for new Directors based on the district's size
- Required minimum annual training for all school nutrition professionals in current year



Food Service Directors (FSD)

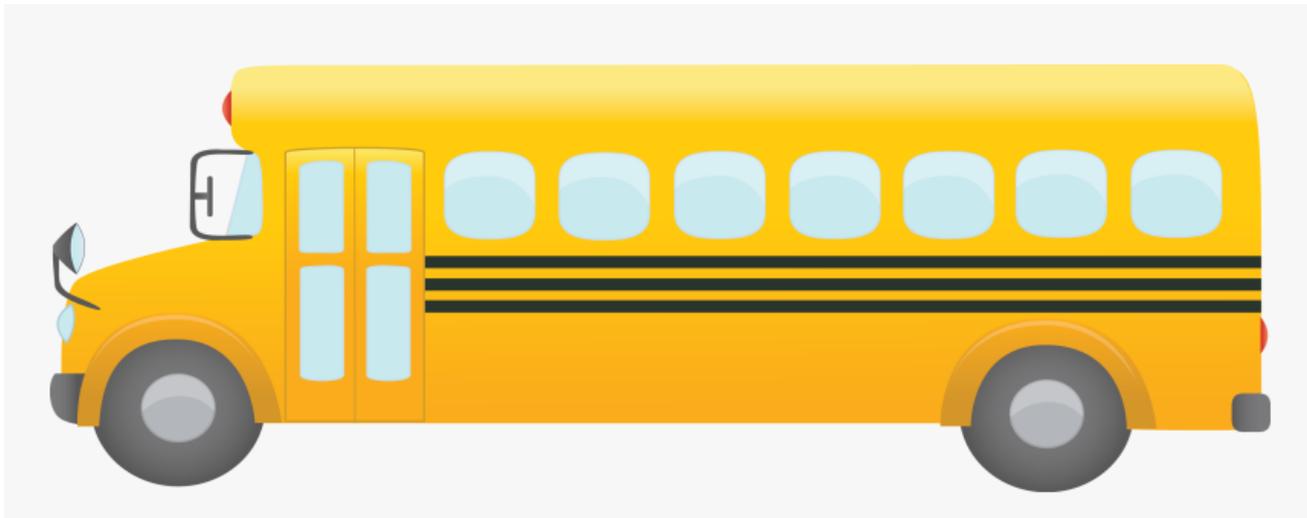
- Hiring standards are based on **3 LEA size categories**:
 - 2,499 or less student enrollment
 - 2,500- 9,999 student enrollment
 - 10,000 or more student enrollment



Current Food Service Directors

- Directors who were hired before the effective date (July-1-2015) are exempt from the hiring standards
- A current director who moves to a different district within the same size bracket will not be required to meet the hiring criteria, however if moving to a higher bracket the new requirements must be met

Hiring Standards Based on District Size





FSD Hiring Standards

- For small LEAs ($\leq 2,499$ students):
 - Bachelor's degree with specific major:
food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
 - OR
 - Bachelor's degree with any academic major, and a State-recognized certificate, OR
 - Associate's degree with specific major and at least 1 year of experience, OR
 - High school diploma (or GED) **and 3 years of experience**

FSD Hiring standards

- Districts Smaller than 500:
 - The law provides State discretion on education requirements
 - *Districts need to contact the Maine Department of Education Child Nutrition for approval*





FSD Hiring Standards

- For **mid-size** LEAs (2,500 -9,999 students):
 - Bachelor's degree with specific major, OR
 - Bachelor's degree with any academic major, and a State-recognized certificate; OR
 - Bachelor's degree with any academic major and at least 2 years of experience, OR
 - Associate's degree with specific major and at least 1 year of experience

Annual Training Requirements





Training Requirements

- Food Service Director:
 - 12 hours/year
 - 8 hours food safety training within the last 5 years before hire OR completed within 30 days of start date
 - 8 hours food safety training every 5 years



Training Requirements

- Food Service Manager
 - 10 hours/year
- Food Service Staff (staff over 20 hours/week)
 - 6 hours/year
- Part-time Food Service Staff (<20 hours/week)
 - 4 hours

Staff hired after January 1, must only complete half the required hours



Training Requirements

- Volunteer Staff/Staff who assist with the program
 - USDA Civil Rights Training
 - Training relevant to their duties



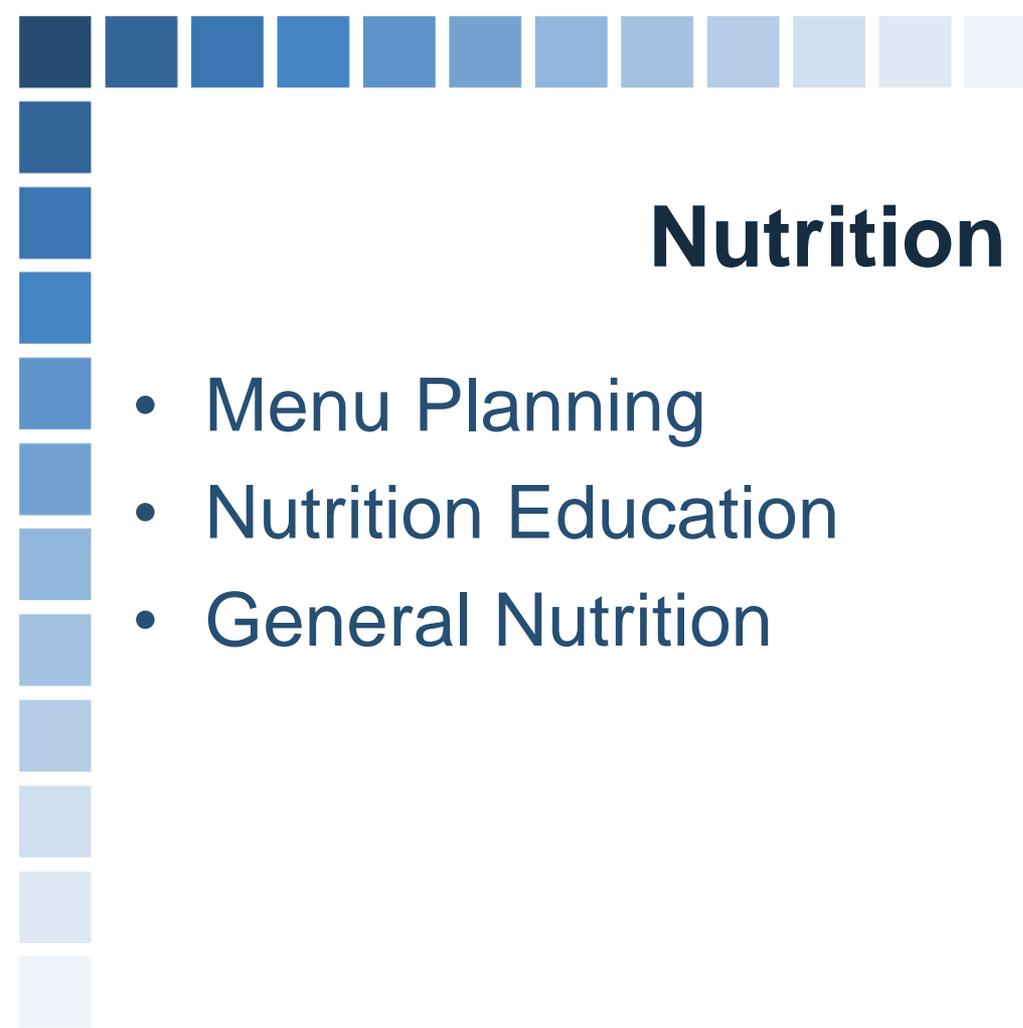
Am I a Director or Manager?

- Consider the duties rather than the title
- *In general:*
 - A director develops, creates, and plans.
 - A manager implements the plan.
- Which one are you?
- Detailed samples on our web page



Key Learning/Training Topics

- Nutrition
- Operations
- Administration
- Communications/Marketing



Nutrition Topics

- Menu Planning
- Nutrition Education
- General Nutrition



Operation Topics

- Food Production
- Serving Food
- Cashier & Point of Service
- Purchasing/Procurement
- Receiving & Storage
- Food Safety & HACCP



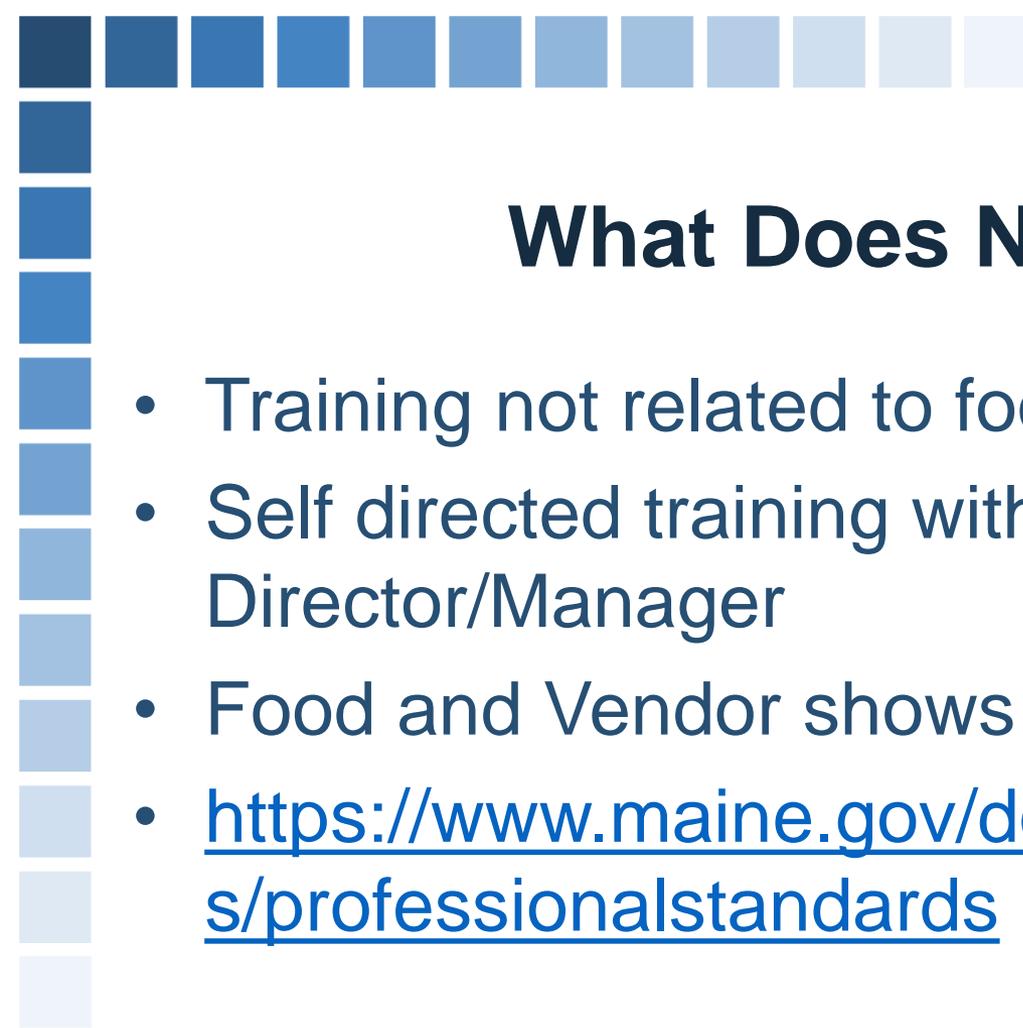
Administration Topics

- Free & Reduced-Price Meal Benefits
- Program Management
- Financial Management
- Human Resources & Staff Training
- Facilities & Equipment Planning
- Communications and Marketing



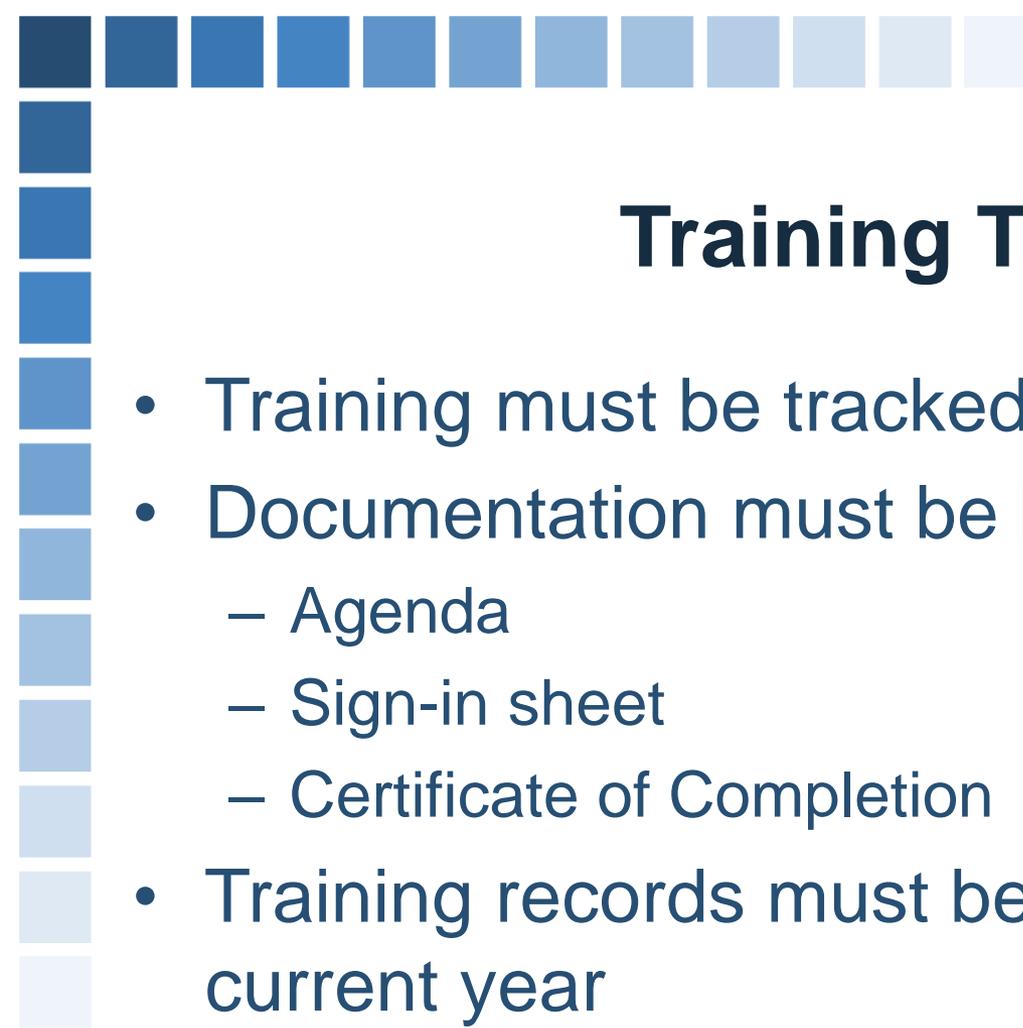
Training Ideas

- Workshops and meetings
- Maine DOE CN Webinars
- Monthly Meeting with your managers
- You training your staff counts for both of you.
 - Documentation must be maintained that includes an agenda, dates and participants
- **New Director Monthly Meetings**
 - 1st Friday of the month
- Today counts!



What Does Not Count?

- Training not related to food service operation
- Self directed training without prior approval from Director/Manager
- Food and Vendor shows
- <https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>



Training Tracking

- Training must be tracked by individual
- Documentation must be kept:
 - Agenda
 - Sign-in sheet
 - Certificate of Completion
- Training records must be kept for 3 years plus current year

Training Tracking

- USDA Professional Standards Training Tracker
 - <http://www.fns.usda.gov/school-meals/professional-standards>
 - Web-based tool
 - Requires USDA eAuthentication account



Training Tracking

- MAINE Professional Standards Training Tracker
 - <https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>

State of Maine Child Nutrition Professional Development Hours Tracking Tool

District Name:

School Name:

Required Annual Hours: FALSE

School Year:

First Name:

Last Name:

Hours Remaining: 0.00

Position:

Date	Training Provider	Hours	Key Area	Key Topics	Subject	Comments



Training Resources

- Institute of Child Nutrition
 - theicn.org
- Maine DOE Child Nutrition Webinars
 - Monthly live webinars
 - Recorded on our website
- USDA Food Safety Flashes
 - <https://www.fns.usda.gov/fs/food-safety-flashes>

Questions?

